



## INTERIM AND FINAL FINANCIAL REPORT FORM (805)

### INSTRUCTIONS

#### BUDGET AND EXPENDITURE REPORT

Prior to receiving the second payment of grant funds and on completion of the grant period, grantees are required to submit the Financial Report Form (805), accompanied by the appropriate supporting documentation (i.e., official payroll ledgers, cancelled checks or bank statements with corresponding invoices and/or official paid receipts).

- If your grant exceeds \$10,000, you must document **expenditures** for 50% of the grant amount.
- If the grant requires a match, you must also document **expenditures** for 50% of the match amount.
- Please do not document expenditures that exceed the total grant and match amount.
- Please do not document receipt of matching funds.
- Please complete the Project Budget (Column A). Refer to Column C of the project budget submitted on the Form 803 with your grant agreement to complete this section.
- Please complete DCCAH Costs (Column B). Enter the actual expenses attributed to DCCAH funds to-date. Organize, label and attach documentation (such as copies of canceled checks, official receipts, etc.). Canceled checks must be photocopied on both sides.
- Please complete Matching Costs (Column C). Indicate the application of funds other than the DCCAH grant toward expenses incurred to-date.
- If expenses include artistic fees to yourself, please submit a notarized statement for the amount or copies of cancelled checks written to yourself.
- Note that in-kind contributions cannot be used as part of the matching share.
- Grants-in-Aid general operating support grants are not restricted to the 35/65 percentage restrictions.



## D.C. COMMISSION ON THE ARTS AND HUMANITIES INTERIM AND FINAL FINANCIAL REPORT FORM (805)

Grantee Name	Grant Award Number
Address	Ward #
Contact Name	Contact Phone
	Contact Email
Grant Amount	Grant Period

BUDGET AND EXPENDITURE REPORT			
PROJECT INCOME	(A) PROJECT INCOME	(B) DCCAH contribution	(C) Match contribution
<b>GRANTS / CONTRACTS</b> - specify Government, Foundations, Corporations, United Way/CFC if applicable			
<b>INDIVIDUAL DONATIONS</b>			
<b>EARNED REVENUE</b> - specify events, publications, fees, ticket sales and memberships, if applicable			
<b>OTHER</b> - may not include in-kind donations			
PROJECT EXPENSES	PROJECT EXPENSES	DCCAH contribution	Match contribution
<i>Administration may not exceed 35% of total expenses</i>			
<b>PERSONNEL</b> - includes salaries, payroll taxes and fringe			
<b>CONSULTANTS AND PROFESSIONAL FEES</b>			
<b>ADMINISTRATIVE COSTS</b> - if exceeds \$1,000, specify equipment, supplies, maintenance, etc. in separate narrative			
<b>RENT AND UTILITIES</b>			
<b>OTHER</b> - if exceeds \$1,000, specify in separate narrative			
<b>Total Administrative Expenses</b>			
<i>Artistic Fees will be 65% - 100% of total expenses</i>			
<b>PERSONNEL</b> - includes salaries, payroll taxes and fringe			
<b>CONSULTANTS / TEACHING ARTISTS</b>			
<b>MATERIALS, SUPPLIES, EQUIPMENT</b>			
<b>TRANSPORTATION</b>			
<b>OTHER</b> - if exceeds \$1,000, specify in separate narrative			
<b>Total Artistic Expenses</b>			
<b>TOTAL EXPENSES</b>			

Signature: (of Authorizing Official or Individual Grantee)

Date: